

**CONSTRUCTION INSPECTOR/DESIGN/PROPERTY  
MANAGEMENT**

Must have exp in the design, planning, inspection and supervision of building construction at commercial facility. Must have 3 years experience as a certified NYS Code Enforcement Officer. Must have working knowledge of AutoCAD.

County of Erie, Division of Real Estate & Asset Management is accepting applications for provisional appointment (pending Civil Service exam). Position is full time with benefits; downtown location.

Qualified Candidates please forward a resume to:

County of Erie

Div. of Real Estate & Asset Management, HR

95 Franklin Street, Room 1400

Buffalo, NY 14202

For more information please visit <http://www.erie.gov/dpw/bg.asp>

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## CONSTRUCTION INSPECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves on-site inspection of various construction projects to ensure compliance with all applicable regulations and standards. The incumbent reports to a higher ranking supervisor. May exercise supervision over lower level or clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts on-site job of construction projects for adherence to plans, schedules, specifications, and all requirements of ordinances and laws, including New York State Uniform Fire Prevention and Building Code;  
Consults with supervisor regarding problems that arise during job inspections;  
Assists the project engineer and project managers in reviewing change orders and requests for payment;  
Assists in the preparation of construction reports and cost estimates;  
Prepares periodic reports and keeps related records.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles and practices relating to building construction;  
Good knowledge of construction projects;  
Good knowledge of building specifications and blueprints;  
Good knowledge of local and New York State Fire, Building, and Zoning codes;  
Working knowledge of AutoCAD and Microsoft Office;  
Ability to communicate effectively, both orally and in writing;  
Sound professional judgment;  
Initiative;  
Tact;  
Resourcefulness;  
Dependability;  
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

### **MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering, architecture design, or a related field, and three (3) years of experience in the planning, inspection, and supervision of building construction; or:
- B) Seven (7) years of experience in the planning, inspection, and supervision of building construction; or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

### **SPECIAL REQUIREMENT:**

Three (3) years experience as a certified New York State Code Enforcement Officer and current certification required at the time of permanent appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.